BDG International, Inc.
Since 1983

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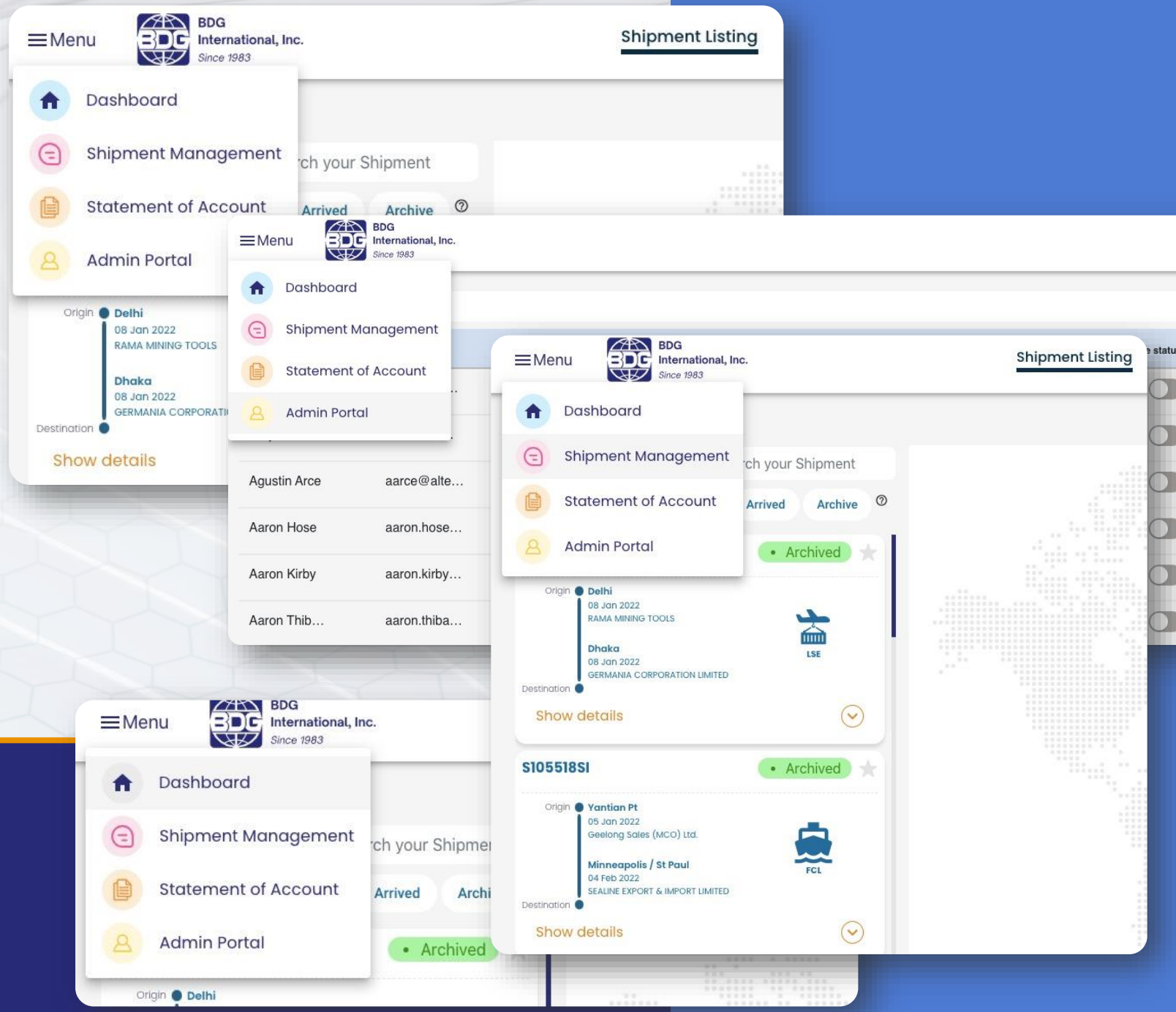
Operations Manual Summary

Recommended browsers:
Google Chrome, Mozilla Firefox



LOGIN DASHBOARD

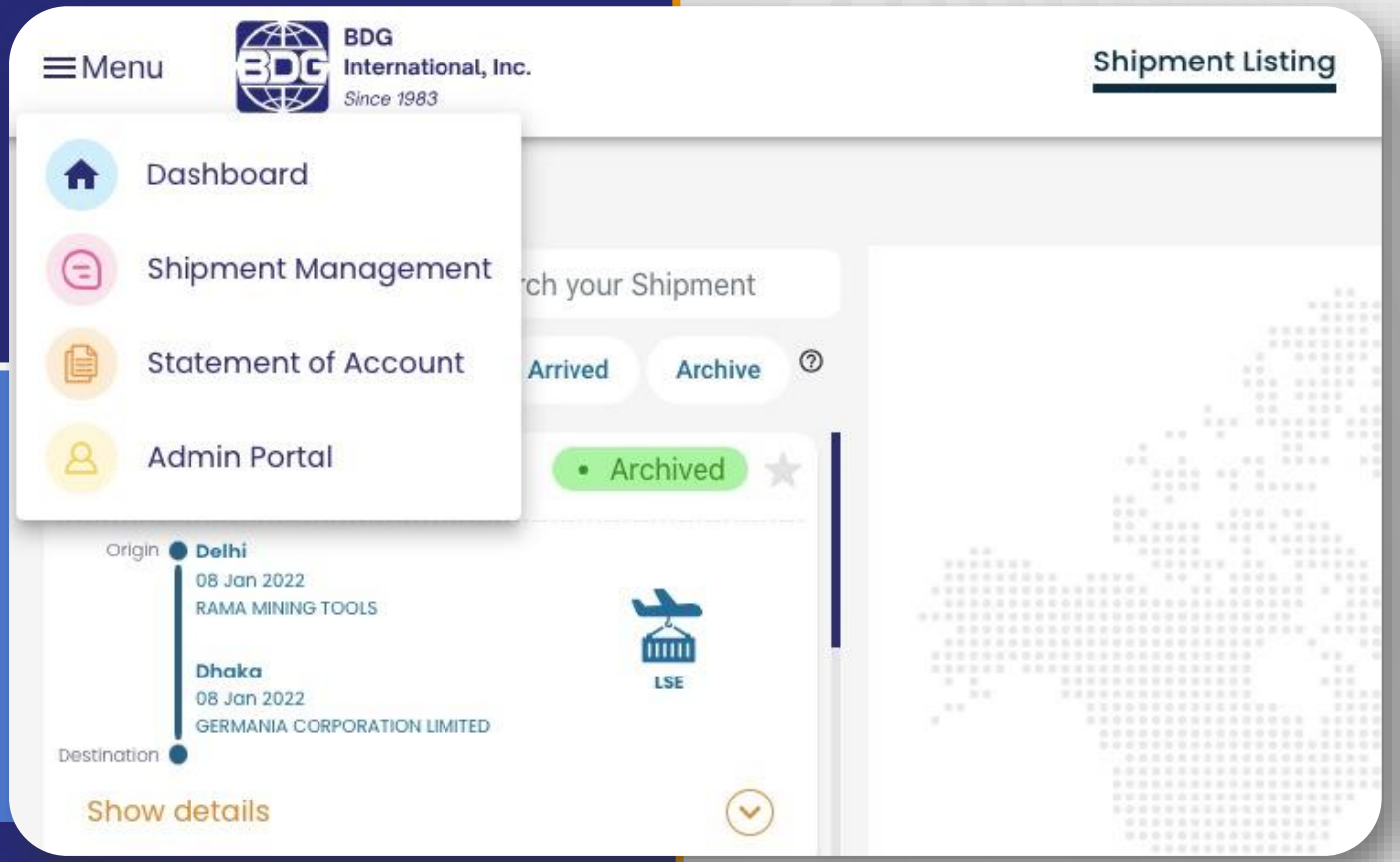
1) Enter your email and password to login to the Insights Portal
2) You can however click on ‘Track your shipment’ and enter shipment details to track your shipments without logging in
3) What you will see under ‘Track your shipment are’

* ETA
* ETD
* House bill
* Milestone details

POST LOGIN DASHBOARD

What you will see on the Dashboard

- Finances
- ETA and ETD exception details
- Favourite marked shipments
- All upcoming shipments



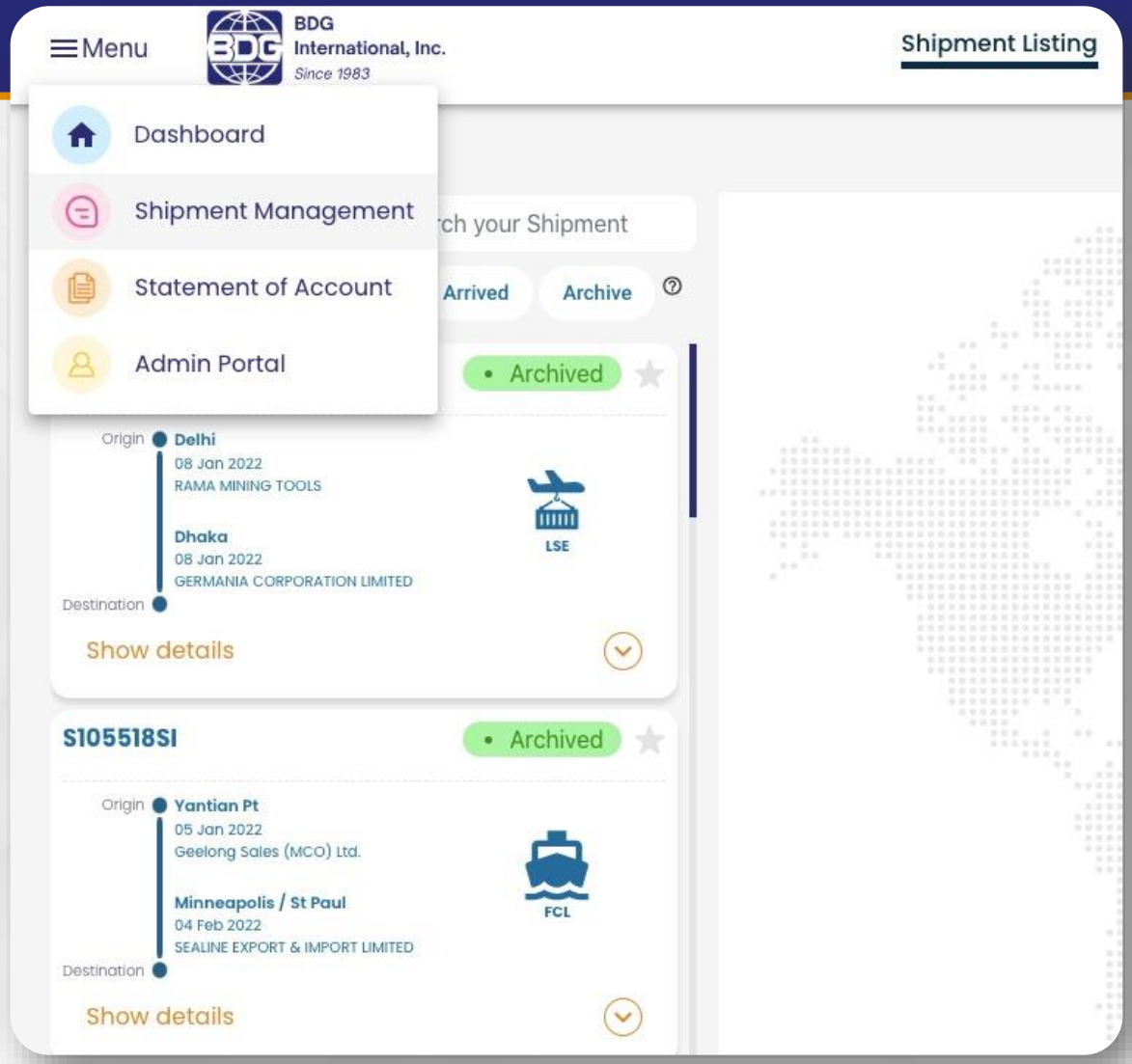
Click on 4 dots on the top left corner to toggle between the different modules.
These modules are,

- **Dashboard**
- **Shipment Management**
- **Statement of Account**
- **Admin Portal**

FEATURES ON SHIPMENT MODULE

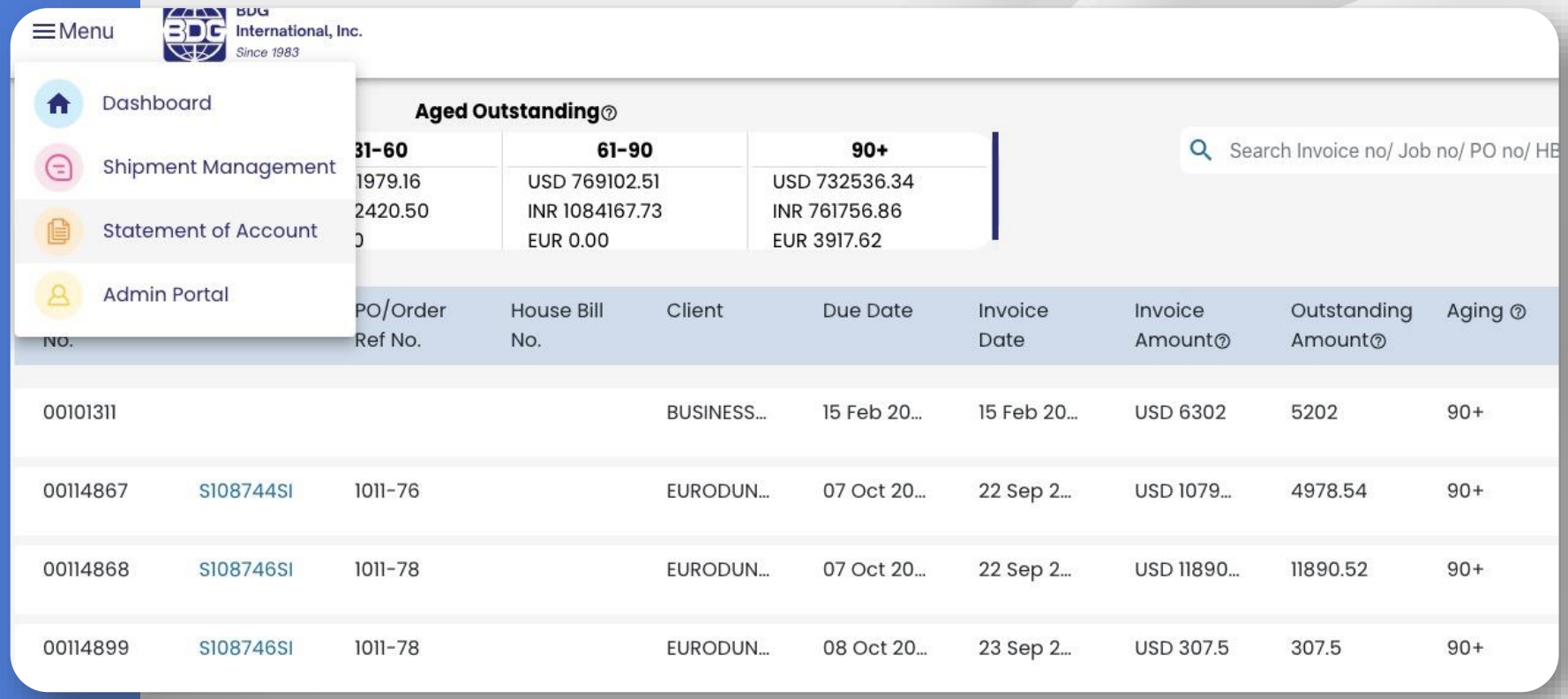
- Shipment listing
- View shipment details
- Routing
- Documentation
- Add to Favourites
- View
- Basic details
- Cargo details

- Cargo details
- Filter shipments
- Sort by
- Search shipment
- Export to excel
- Chat and mail
- Shipment Analytics
- Select by status



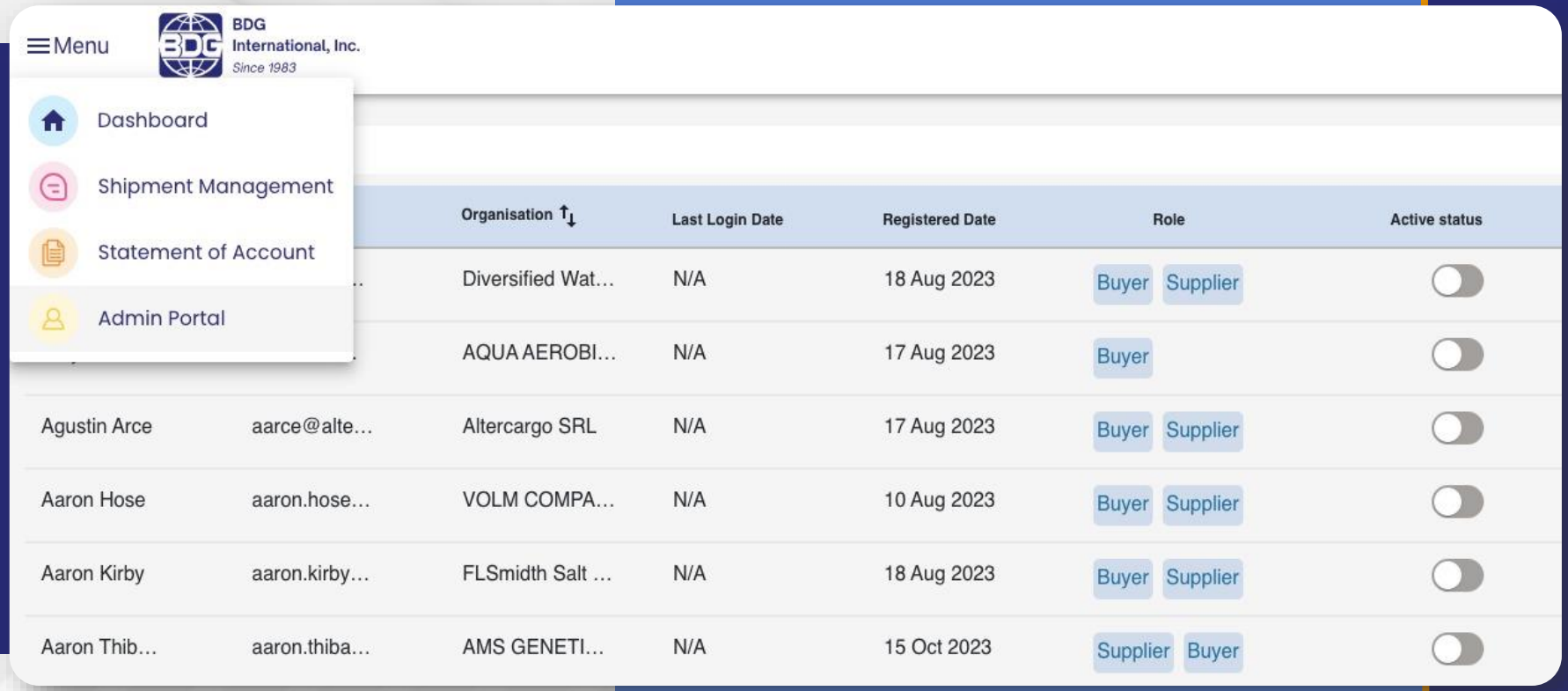
Features of Statement of Account Module

- Aged outstanding
- Search statement
- Filter statement
- Export to Excel
- Download invoice



ADMIN PORTAL

- See user details
- Reset password
- Change login access
- Search logs
- Filter your logs
- Create user in CW1 and enable access



For **Trouble shooting, FAQs and indepth information on each module** refer our 39-page complete user manual.